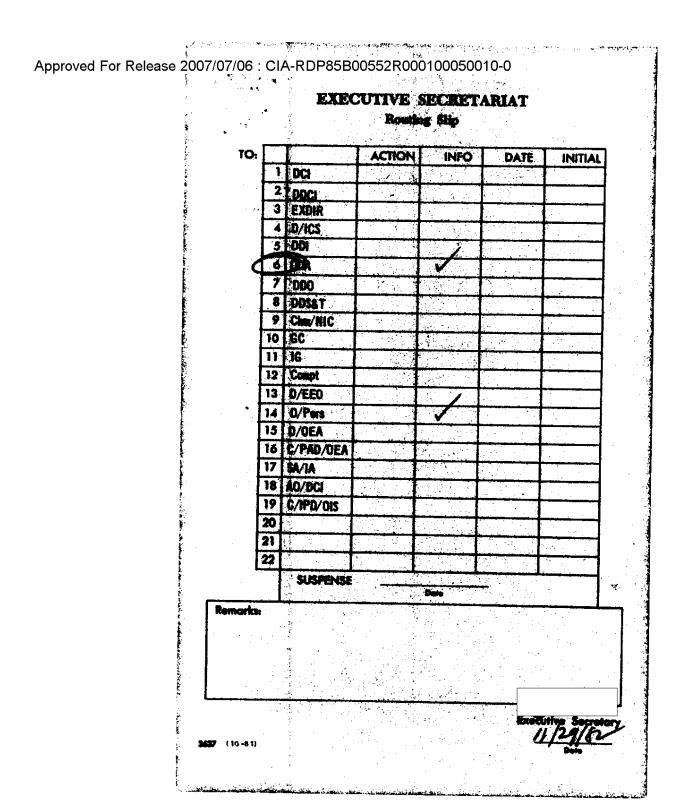
Approved For Release 2007/07/06 : CIA-RDP85B00552R000100050010-0

	TRANSMITTAL SLIP	Date			
TO: (Name, office symbol,	room number,		Initials	Date	
building, Agency/Post	111	25 NOV			
1. EO / DOR	} _	1		1982	
Ann	211		1-/	DO NOW	
2 NOW	- PY/			30 Noy	
~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	7,		1/	7	
3. DOH			138	j.ll.	
4		-			
5.					
Action	File	Not	and Retu		
Approval	For Clearance				
As Requested	For Correction		Conversation pare Reply		
Circulate	For Your Information	See			
Comment	Investigate		nature		
Coordination	Justify	1 0.5			
REMARKS		-l. ! -			
B.A ac	to How pe	182	h		
B.A.— ac	to Doz pe	2/8 ₂	ences, dis	sposals,	

Phone No.

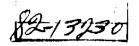
OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA FPMR (41 CFR) 101-11.206

5041-102



STAT

Approved For Release 2007/07/06: CIA-RDP85B00552R000100050010-0 THE WHITE HOUSE WASHINGTON



DD/A Registry

CABINET AFFAIRS STAFFING MEMORANDUM

DATE: 11/26/82	NUMBER: 077627CA	DUE BY:	82-2273/5
	December 1 Meeting: Roosevelt	ROOM: 11 AM	
21	November 3 Meeting Minutes		

	ACTION	FYI		ACTION	FYI
ALL CABINET MEMBERS			Baker	B	
Vice President			Deaver		
State Treasury			Clark Darman <i>(For WH Staffing)</i>		
Defense		00000000000000	Harper		
Attorney General Interior			Jenkins		
Agriculture Commerce					
Labor					
HHS HUD					
Transportation Fnerov					
Energy Education	Ē				
Counsellor OMB					
CIA UN				******************	*********
USTR	Ö		CCCT/Gunn		
			CCEA/Porter		
CEA		0	CCFA/Boggs	_	
CEQ OSTP	ָ		CCHR/Carleson CCLP/Uhlmann		
OPM GSA	- 9		CCNRE/Boggs		
Administrative Con	ference o		CCMA/Bledsoe		

REMARKS: The agenda items for the December 1 meeting are:

- 1) Reform 88 Update (CM 312)
- 2) Federal Managers Financial Integrity Act (CM 314)
- 3) Federal Civilian Employment (CM 307)
- 4) Civil Service Centennial
- 5) President's Private Sector Survey on Cost Control (CM313)

Background materials will be provided prior to the meeting.

RETURN TO:

☐ Craig L. Fuller
Assistant to the President
for Cabinet Affairs

Becky Norton Dunlop Director, Office of Cabinet Affairs DOI EXEC REG THE WHITE HOUSE

WASHINGTON

CABINET COUNCIL ON MANAGEMENT AND ADMINISTRATION

Meeting #3
November 3, 1982, 3:30 p.m.
Room 208, Old Executive Office Building

MINUTES

1. Status of Items From Last Meeting

The meeting began with a brief review of two items. First, OMB and OPM met to resolve methodological questions on determining Federal civilian employment levels, and an Issue Paper has been drafted for the President. Second, GSA drafted a revised work space regulation which will be reviewed with departments and agencies in the next few weeks, and will be on the Council's agenda in early December. Mr. Carmen added that he had received a letter from HHS on its space reduction plans which could serve as a model.

Mid-Term Planning (CM #285)

The Council reviewed a draft Mid-Term Planning paper prepared by OPD and the Executive Secretariat. The paper contained proposed goals, objectives and issues and topics. The Council made no changes in the goals and objectives but offered suggestions and comments on the six categories of issues and topics.

Systematic Briefings and Reports. Secretary Lewis, Secretary Schweiker, and Mr. Carlucci urged that primary attention be given to the President's Private Sector Survey on Cost Control (PPSSCC) and to the Reform 88 Project. In addition, Mr. Meese suggested that the Council establish and monitor management objectives, many of which will emanate from these efforts, periodically receive information briefings on key management areas, especially personnel and property, and review them with the President.

General Management. Secretary Schweiker reported on the findings of a study he had initiated which showed that substantial costs and delays in responding to Congressional inquiries were due to internal HHS requirements. To correct this problem he is reducing the numbers and levels of review in the department. Mr. Meese suggested that the Council explore ways to 1) quantify such costs, 2) determine how much of that cost is due to internal requirements, and 3) streamline those requirements.

In response to a question from Mr. McNamar, Mr. Meese indicated that the effort to restructure financial regulatory institutions should report to CCMA since it will be responsible for all management and structural reform issues for the Administration.

CCMA Minutes Page 2

Additional discussion centered on the following specific topics:
1) Department of Energy Reorganization; 2) Central Management
Agencies - Roles and Functions; 3) Government Emergency Response
Capacity; and 4) Congressional Involvement in Executive Branch
Management.

Financial Management. Mr. Fiske commented that one topic in this category stands out: Budget Process Reform. This issue will be coordinated with CCEA, which has a working group addressing it. Mr. Harper noted that Cash Management is another important subject. Mr. Bledsoe explained that many of the topics listed in this category are to be incorporated in the Reform 88 Project.

Personnel Management. The Council agreed that it must keep close tabs on progress toward meeting the goal of reducing FTE Work Years by 75,000 by FY 1984. Mr. Carlucci and Mr. Harper stressed the need for fundamental reform of the overall personnel management system, so as to motivate career employees, and to prevent erosion in the quality of the workforce. Mr. Meese asked Mr. Devine to include ideas for this in OPM's mid-term planning process. This is to include developing goals and objectives for personnel management reform, preparing proposals to accomplish them, and presenting these to the Council.

Property and Procurement Management; Information and ADP Management. It was noted that specific issues and topics for these areas need additional work and should be identified during GSA's mid-term planning process.

Mr. Meese concluded the discussion by drawing the Council's attention to the Appendix, which lists some of the Administration's major accomplishments in federal management during the first two years. The next step in the Mid-Term Planning process is for the Executive Secretariat to develop implementation plans which will be circulated to the Council for review, comment and discussion.

3. Working Group on Executive Information

Mr. Meese reported that the first CCMA working group will be created to design and develop executive information briefings for the Council. The briefings will deal with key management data on personnel, finances, property assets, and procurement. He asked that the working group identify the Council's information needs and expectations, and evaluate these on an on-going basis.

CCMA Minutes Page 3 November 3, 1982

PARTICIPANTS

Edwin Meese III, Chairman Pro Tempore

Secretary Lewis
Secretary Edwards
Edwin Harper, Assistant to the President for Policy Development
Gerald Carmen, Administrator, General Services Administration
Donald Devine, Director, Office of Personnel Management
Deputy Secretary McNamar
(Representing Secretary Regan)
Deputy Secretary Carlucci
(Representing Secretary Weinberger)
Deputy Secretary Fiske
(Representing Secretary Baldrige)
Deputy Director Wright
(Representing Director Stockman)

James Jenkins, Deputy Counsellor to the President

Ralph Bledsoe, Executive Secretary Becky Norton Dunlop, Director, Office of Cabinet Affairs

Additional Attendees:

Administration

Kenneth Cribb, Assistant Counsellor to the President
James Cicconi, Special Assistant to the President and Special
Assistant to the Chief of Staff
Nancy Risque, Special Assistant to the President for Legislative
Affairs
Al Zuck, Assistant Secretary of Labor for Administration and
Management
Robert Fairman, Assistant Secretary of Transportation for

Jon Bellis, Senior Staff Member, CCMA